



REQUEST FOR PROPOSALS

**ARCHITECTURAL SERVICES
FOR ADDITIONS AND RENOVATIONS
JONATHAN TRUMBULL LIBRARY
TOWN OF LEBANON, CONNECTICUT**

Proposals due by: July 23, 2015 at 3:00 P.M.

**JAMES R. RUSSO, CHAIRMAN
LIBRARY BUILDING COMMITTEE
TOWN OF LEBANON**

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OVERVIEW

The Library Building Committee of the Town of Lebanon is seeking architectural services for additions and renovations to the Jonathan Trumbull Library. The selected Architect shall work directly with the Library Building Committee to provide design services for planned additions and renovations.

The Architect Design Team will be evaluated and selected based on technical competence, capacity and capability to perform the work within the time allotted, and past record of performance, which will be appropriately weighted in descending order of importance. Preference will be given to those firms with specific experience in the design of **public library additions and renovation projects** completed in the last five years. The Architect must be licensed in Connecticut. The Architect shall be paid on a Lump Sum Fee basis.

Firms responding to this request should be of adequate size and sufficiently staffed to perform the assignment described above. The selected firm must meet all Town of Lebanon, State of Connecticut, and Federal affirmative action and equal employment opportunity practices. All interested firms must submit a completed GSA Document #SF330 detailing the organizational structure under which the firm proposes to conduct business.

Proposal packages may be **downloaded free of charge from the Town of Lebanon web site:** <http://www.lebanontownhall.org>. All questions concerning this Request for Proposals (RFP) should be directed in writing to James R. Russo, Chairman, Library Building Committee via email at firstselectman@lebanontownhall.org.

All proposals shall be submitted in the order stipulated on the RFP and in a clearly marked, sealed envelope using the Bid Return Label provided as designated in the Information for Bidders. All proposals must be received by the Library Building Committee, Town of Lebanon, Selectman's Office, Lebanon Town Hall, 579 Exeter Road, Lebanon, CT 06249, **no later than the date and time specified**. Responses received after this date will not be considered.

The Town of Lebanon reserves the right to waive any defect or any irregularity in the RFP and reserves the right to reject any or all proposals or any part thereof.

All bids and proposals are subject to, and must comply with, the equal opportunity and nondiscriminatory provisions set forth in the Affirmative Action Plan of the Town of Lebanon.

Date: June 24, 2015
Lebanon, Connecticut



James R. Russo, Chairman
Library Building Committee

ARCHITECTURAL SERVICES FOR ADDITIONS AND RENOVATIONS JONATHAN TRUMBULL LIBRARY

PROJECT DESCRIPTION

The Library Building Committee of the Town of Lebanon is requesting proposals to provide architectural services for additions and renovations to the Jonathan Trumbull Library, 580 Exeter Road, Lebanon, Connecticut.

SCOPE OF SERVICES

The Architect, in connection with the Scope of Services described herein, shall perform in a satisfactory and proper manner in accordance with standard architectural practices as used in the industry and as determined by the Town of Lebanon.

A. General

Established in 1896, the Jonathan Trumbull Library is a public municipal library serving Lebanon and the surrounding area. The current building was constructed in 1967 and expanded in 1974. The library has always served an important role in the community. Lebanon is a community of approximately 7,300 people that is centrally located in the geographic middle of the eastern third of Connecticut. The town is proud of its history and has maintained a balance between historic significance and contemporary lifestyle. Therefore, designs shall be sensitive to the historical ambiance of the Town Center and Green. Citizens benefit from a dynamic library, which acts not only as a community information center, but also as a social and cultural hub. The Jonathan Trumbull Library is staffed by skilled professionals, committed volunteers, and a Board of Trustees who are intent on providing quality service to the community. To this end, the Library Building Committee has established an architectural program and established a conceptual schematic design on which the design of the renovations and additions will be based.

B. Proposed Project Scope

The Architect will be required to provide the services as described below:

1. Design
 - a. Provide drawings that address all functional and operational requirements (including significant energy efficiency), complies with library standards, follows the established conceptual schematic design, and meets the requirements of the Town of Lebanon.
 - b. Provide drawings to bring the existing building into full code compliance, including requirements of the approved State of Connecticut Library Building Grant.

- c. Prepare documents (which become the property of the Town of Lebanon) to describe the architectural, structural, mechanical and electrical systems, security systems, and other elements.
- d. Provide T-2 topographical, A-2 boundary and possible geothermal plans. (Note: two new septic systems are to be designed one for the Library and one for the Church.) Statement of Special Inspection will be required.
- e. Work in unison with the Library Building Committee and Town Boards and Committees, and others as is necessary to obtain final project approval.
- f. Local and State permits are anticipated.

B. Proposal Document

The Architect shall be required to submit the following information with their proposal, assembled in the order presented:

- 1. A Letter of Transmittal which shall indicate the firm's interest in the project and a brief summary of their related experience.
- 2. A detailed statement of the organizational plan of the Architectural Design Team proposed including the firm's technical approach to provide the services as specified.
- 3. Summary of the firm's related experience to include details of their specific experience in additions and renovations of ***public libraries including size and value.***
- 4. Evidence of proper registration(s), licenses(s) and insurance coverage.
- 5. Completed GSA Document #SF330.
- 6. Fee proposal.

Architects are requested to limit the information contained in the proposal to only that information as above requested. Proposals containing superfluous information will not be considered.

D. Method of Selection/Criteria for Award

The Library Building Committee will evaluate qualifications and proposals based on the following criteria:

- Firm's experience on similar library addition and renovation projects;
- Firm's qualifications and experience of key personnel;
- Technical competence of the firm;
- Reputation of the firm based on references;
- Technical approach, i.e., the firm's responsiveness to meet or exceed the specifications;
- Schedule application/validity, i.e., the firm's current workload and ability to provide the services within the time allotted;
- Professional qualifications of the designated architect;
- Professional qualifications of the design team
- Firm's knowledge of State of Connecticut Building Officials and Code Administrators (BOCA) guidelines;
- Firm's ability to furnish the required Certificates of Insurance; and
- Fee proposal.

After review of all factors, terms and conditions, including price, the Library Building Committee reserves the right to reject any and all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Town of Lebanon.

PROPOSED SCHEDULE

Mandatory prebid	July 10, 2015
Submission of RFQ by 3:00 pm	July 23, 2015
Bids opened at 4:00 pm	July 23, 2015
Library Building Committee review of qualifications	TBD
Candidate interviews	TBD
Selection of architect and notice to proceed	TBD
Completion of Design phase	TBD
Completion of Documents for General Construction Bid	TBD, 2016
Completion of General Construction	TBD, 2017

ADDITIONAL INFORMATION

A. Mandatory Prebid Meeting

A **mandatory** prebid meeting is scheduled for **July 10, 2015 at 10:00 A.M.**

Bidders shall be required to attend a prebid meeting to familiarize themselves with existing conditions and the scope of this project.

Bidders shall become fully acquainted with conditions, including concealed conditions, relating to construction and labor so that they may fully understand the facilities, difficulties and restrictions of this project. All inspections to be coordinated with the Library schedule.

Bidders shall thoroughly examine and be familiar with the conceptual schematic design and background drawings related to this project.

The failure or omission of any bidder to examine any addendum or other documents shall in no way relieve any bidder from any obligation with respect to their bid or the contract.

B. Questions

No oral interpretations shall be made to any respondent as to the meaning of any of these documents or to be effective to modify any of the provisions of this request. Every request for an interpretation shall be made in **writing**. **Questions shall be sent via email to firstselectman@lebanontownhall.org .**

To receive consideration, such questions shall be submitted in writing no more than five (5) days after the mandatory prebid meeting. **The last day for questions is July 15, 2015 by 3:00 pm.**

The Library Building Committee Chairman will arrange as addenda, which shall become a part of the proposal, all questions received as above provided and the decision regarding each. At least five (5) days prior to the receipt of bid proposals, the Library Building Committee Chairman will send a copy of these addenda to each of those who attended the mandatory prebid meeting.

Non-receipt of said addenda shall not excuse compliance with said addenda. It is the responsibility of each respondent to determine whether any addenda have been issued, and if so, whether he/she has received a copy of each.

No alleged "verbal interpretation" shall be held valid. Any addenda issued during the bidding period shall supersede previous information.

C. Receipt of Proposals

Firms shall be required to submit (1) **original color copy**, (8) **black/white copies** and a **CD copy** of their proposals for these services to the Selectman's Office, Lebanon Town Hall by the time and date specified.

Proposals must be signed and submitted in an envelope using the bid return label included in this RFP. Proposals will be stamped with date and time when received by the Selectman's Office at the Lebanon Town Hall. Proposals will be stored securely until the Library Building Committee sets special meeting dates for proposal opening and review.

D. Evaluation and Selection

The Library Building Committee shall review all proposal documents received and short list or reduce the number to the most qualified firms to interview for the project. Selected firms shall then be notified in writing. Offerors who are not invited to participate in this interview process shall be notified in writing.

The Library Building Committee will schedule the time and location of the interviews. Firms selected to interview shall prepare an oral presentation not to exceed thirty (30) minutes followed by a question and answer period. The Library Building Committee may opt to hold second interviews with two or more finalists.

All finalists will be notified in writing of the final Architect selection following Library Building Committee approval.

INSURANCE REQUIREMENTS

A. General Requirements

The **ARCHITECT** shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the **ARCHITECT'S** obligations under this contract with an insurance company(ies) with an AM Best Rating of A-VIII or better licensed to write such insurance in the State of Connecticut.

The insurer shall provide the Town of Lebanon with original completed **Certificates of Insurance signed by an authorized representative of the insurance company(ies)** prior to purchase order/contract issuance. The **ARCHITECT** also agrees to provide replacement and/or renewal certificates at least thirty (30) days prior to the expiration of each policy.

Such insurance or renewals or replacements thereof shall remain in force during the **ARCHITECT'S** responsibility under this contract.

The **ARCHITECT**, at their own cost and expense, shall procure and maintain all insurances required and shall name the Town of Lebanon and the Jonathan Trumbull Library as Additional Insureds on all contracts, except Workers' Compensation and Professional Errors & Omissions coverage. Coverage is to be provided on a primary, noncontributory basis. Upon request, the **ARCHITECT** shall provide a copy of the policy endorsement confirming the additional insured status of all parties required to be named in accordance with the terms of this contract.

B. Specific Requirements

1. Workers' Compensation Insurance

The **ARCHITECT** shall provide Statutory Workers' Compensation Insurance, including Employer's Liability with limits of:

\$100,000 Each Accident
\$500,000 Disease, Policy Limit
\$100,000 Disease, Each Employee

2. Commercial General Liability Insurance

The **ARCHITECT** shall carry Commercial General Liability insurance (Insurance Services Offices Incorporated Form CG-0001 or equivalent). A per occurrence limit of \$1,000,000 is required. The Aggregate Limit will be not less than \$1,000,000. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

3. Business Automobile Liability Insurance

If applicable, the **ARCHITECT** shall carry Business Automobile Liability insurance (Insurance Services Office Incorporated Form CA-00001 or equivalent). A combined single limit each accident of \$1,000,000 is required. "Any Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

4. **Professional Liability Insurance**

The **ARCHITECT** shall carry Professional Liability Insurance in an amount of not less than \$1,000,000.

Bid Return Label

Official Bid Documents Enclosed:

**REQUEST FOR PROPOSALS
ARCHITECTURAL SERVICES
FOR ADDITIONS AND RENOVATIONS
JONATHAN TRUMBULL LIBRARY**

Return Date: July 23, 2015 at 3:00 PM

**Library Building Committee
Town of Lebanon
Selectman's Office
Lebanon Town Hall
579 Exeter Road
Lebanon, CT 06249**